

PARLIAMENTARY PROCEDURE

This event recognizes PBL members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

COMPETENCIES

This event is composed of two (2) parts:

Objective Test

The majority of the written objective test will consist of parliamentary procedure principles with additional questions taken from the PBL National Bylaws. Through a partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles section of this test will be drawn from NAP's official test bank.

Performance

The case problem will be given to simulate a regular chapter meeting.

The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised* (Copyright 2000.)

ELIGIBILITY

Each chapter may enter one (1) team, which must be composed of four (4) or five (5) persons—a president, vice president, secretary, treasurer, and an additional member. No more than two (2) members may have participated previously in this event. Team members may be from one or more active local chapters and must be on record as having paid dues by **March 1** of the current school year.

Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program.

Selection of the state parliamentarian is made from those team members or eligible state* candidates who:

- ↳ are active members
- ↳ have one or more years remaining in PBL
- ↳ score highest on the state parliamentary procedure written objective test at the State Leadership Conference

*Participants are eligible to take the written test at the State Leadership Conference solely for consideration as State Parliamentarian and may have taken the test for this event at a previous State Leadership Conference. A member taking the Parliamentary Procedure test only for consideration as State Parliamentarian is not classified as entering an event and may compete in two other events if scheduling permits.

REGULATIONS

1. An entry form must be mailed to the state office postmarked no later than the

designated deadline.

REGULATIONS (Continued)

2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. No more than two (2) team members may have entered this event at a previous PBL State Leadership Conference.
4. Participants failing to report on time for the event may be **DISQUALIFIED**.
5. Participants must adhere to the dress code established by the Board of Directors, or penalty points will be deducted on the performance rating sheet.

PROCEDURES

Objective Test

- ↳ A one-hour (1) written objective test will be administered based on the previously listed COMPETENCIES.
- ↳ Participants must furnish their own No. 2 pencils and erasers; they may use their own non-graphing calculators.
- ↳ The team score is determined by averaging the scores of its members. The five teams with the highest average scores will be selected for a performance. The order of performance will be drawn at a time designated on the conference program.

Performance

- ↳ Twenty (20) minutes before the scheduled performance, the team's president will receive an envelope containing a copy of the problem for each team member.
- ↳ The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself.
- ↳ Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the problem must be included in the appropriate order of business, but other items should also be considered during the meeting. During the performance the secretary will take notes but the notes will **not** be transcribed into minutes.
- ↳ The following items may be taken into the preparation room and may be used in the performance room: copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting. Participants are not to write on the copy of the problem. Participants may refer to appropriate parliamentary procedure reference materials (*Robert's Rules of Order*) in the preparation room only.
- ↳ The problem may or may not include each class of motions, but all five classes of motions--main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly--must be demonstrated during the performance.
- ↳ Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at the end of eight (8) minutes. When each team is finished, the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute over eleven (11) minutes.

Performance (continued)

↳ Performances are open to conference attendees, **except** performing participants of this event.

JUDGING

The written objective tests will be machine graded. Ties will be broken based on the time the last team member's test was returned.

The performance portion of the event will be evaluated by a panel of judges. Judges' decisions will be based on **Robert's Rules of Order Newly Revised**, copyright 2000. All decisions of the judges are final.

Final rank will be determined by the team performance rank by each judge plus the rank on the written test. The written test counts one-third and the performance two-thirds of the final rank.

AWARDS

Plaques are presented to each member of the first place team. Certificates are presented to the members of teams winning second through fifth places.

Certificates or medallions are given to the five individuals designated as state team members.

PARTICIPATION AT NATIONAL

The president from the winning state team and the four participants who have the highest number of correct answers on the written test are entitled to represent the state chapter at the National Leadership Conference.

The first and second place teams in this event are eligible to represent the state at the National Leadership Conference. Please refer to the National PBL Chapter Handbook for guidance.



RANK _____

Name/School _____

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Rank teams in a first to last order. No ties. Full value should be given for correctly handling the following actions on motions. For example, if a motion does not require a second and the team handles this correctly, full credit should be given.

Motions: (M)ain, (S)ubsidiary, (P)rivileged, (I)ncidental, (B)ring Again

MOTIONS

	MAIN	SUBSIDIARY	PRIVILEGED	INCIDENTAL	BRING AGAIN	VALUE	SCORE	COMMENTS
Made						5		
Seconded						5		
Stated						5		
Debate or No Debate						5		
Put to Vote						5		
Vote Result Announced						5		

Motions Performance Subtotal

30 _____

BUSINESS OF THE MEETING

	VALUE	SCORE	COMMENTS
Problem: quality (concise, complete, clear, germane)	15		
Directions followed	5		
Other business quality	10		

Business of the Meeting Performance Subtotal

30 _____

GENERAL PARLIAMENTARY PROCEDURE

	VALUE	SCORE	COMMENTS
Proper order of business	5		
Proper use of parliamentary terms	10		
Clarity of expression, voice projection	10		
Impartiality of presiding official	5		
Initiative of members	5		
Poise, dignity, and appearance	5		

General Parliamentary Procedure Performance Subtotal

40 _____

TOTAL SCORES: **Motions** _____ (30)
 Business of the Meeting _____ (30)
 General Parliamentary Procedure _____ (40)
 Minus Penalty Points _____
 TOTAL POINTS _____ (100)

Time Penalty Deduct one (1) point per full half minute under 9 minutes or over 11 minutes. No deduction for performances between 8:31 and 11:29. Time _____

Dress Code Penalty Deduct five (5) points when dress code is not followed. _____

TOTAL PERFORMANCE SCORE _____ (100)

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NAME OF SCHOOL/PARTICIPANTS	RANK ON OBJECTIVE TEST	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller number wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

In the event of a tie following the assessment of penalty points, the team with the higher written test rank is the winner.
Judges should break any ties that may arise after the use of the test rank.